

# *Township of Forest*

**Genesee County, Michigan**

Audited Financial Report  
March 31, 2005

*Lehn L. King*

Certified Public Accountant  
Marlette, Michigan

# Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended.

Local Government Type <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Government Name <b>Forest Township</b>	County <b>Genesee</b>
Audit Date <b>6/22/05</b>	Opinion Date <b>6/23/05</b>	Date Accountant Report Submitted to State: <b>8/18/05</b>	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

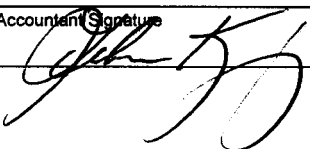
We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- |   |   |
|---|---|
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).  |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).   |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).  |

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	✓		
Reports on individual federal financial assistance programs (program audits).			✓
Single Audit Reports (ASL GU).			✓

Certified Public Accountant (Firm Name) <b>Lehn L. King, C.P.A.</b>			
Street Address <b>3531 Main Street</b>		City <b>Marlette</b>	State <b>MI</b>
Accountant Signature 		ZIP <b>48453</b>	Date <b>7/12/05</b>

**Township of Forest**  
Annual Financial Report  
For The Fiscal Year Ended March 31, 2005

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LEHN L. KING

CERTIFIED PUBLIC ACCOUNTANT

3531 MAIN STREET  
MARLETTE, MICHIGAN 48453

Phone 989-635-3113  
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Members of the Township Board  
**Forest Township**  
Genesee County, Michigan

**Independent Auditor's Report**

I have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Forest, Michigan as of and for the year ended March 31, 2005, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township of Forest, Michigan's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluation the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Township of Forest, Michigan as of March 31, 2005 and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, and the budgetary comparison schedules, as identified in the table of contents, are not a required part of the basic financial statements but are supplemental information required by the Governmental Accounting Standards Board. I have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplemental information. However, I did not audit the information and express no opinion on it.

The Audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Forest, Michigan's basic financial statements. The accompanying other supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The other supplemental information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

As described in Note 1, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, and related statements, as of April 1, 2004.

*Lehn King*

Lehn L. King  
Certified Public Accountant

June 23, 2005

# Township of Forest

## Otisville, Michigan

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### MANAGEMENT'S DISCUSSION AND ANALYSIS LETTER

Our discussion and analysis of the Township of Forest's financial performance provides an overview of the Township's financial activities for the fiscal year ended March 31, 2005. Please read it in conjunction with the Township's financial statements.

#### Financial Highlights

The Township is in a good financial position with a General Fund Balance of \$260,632.

#### Using this Report

This annual report is presented in a format consistent with the presentation requirements of the Governmental Accounting Standards Board (GASB) Statement No.34. GASB Statement 34 implements a new model of financial reporting for state and local governments designed to enhance the usefulness of the Township's annual report.

#### The Township as a Whole

The Township of Forest's fund balances are as follows:

	<u>March 31,</u> <u>2005</u>	<u>March 31,</u> <u>2004</u>
General Fund	\$ 260,632	\$ 206,141
Fire Station Fund	126,952	125,788
Garbage Fund	140,166	142,449
Building Inspection Fund	22,041	18,707
Total for Township	<u>\$ 549,791</u>	<u>\$ 493,085</u>

# Township of Forest

## Otisville, Michigan

### Governmental Activities

The Township of Forest's Revenues and Expenditures can be summarized as follows:

	General Fund	Fire Station Fund	Garbage Fund	Building Inspection Fund	Total Governmental Activities
<b>Fund Balance - Beginning of Year</b>	\$ 206,141	\$ 125,788	\$ 142,449	\$ 18,707	\$ 493,085
<b>Revenue Collected</b>					
Intergovernmental Revenue	251,846	-	-	-	251,846
Property Taxes/Special Assessments	144,592	127,410	132,390	-	404,392
Charges for Services	21,494	-	-	15,955	37,449
Transfers	-	-	-	-	-
Other	108,861	686	899	-	110,446
<b>Total Revenue Collected</b>	<u>526,793</u>	<u>128,096</u>	<u>133,289</u>	<u>15,955</u>	<u>804,133</u>
<b>Expenditures</b>					
General Government	344,104	-	-	-	344,104
Public Safety	12,429	51,983	-	12,621	77,033
Public Works	103,010	-	135,572	-	238,582
Recreation & Culture	199	-	-	-	199
Other Functions	-	-	-	-	-
Capital Outlay	-	5,316	-	-	5,316
Debt Service	12,560	69,633	-	-	82,193
Transfers	-	-	-	-	-
<b>Total Expenditures</b>	<u>472,302</u>	<u>126,932</u>	<u>135,572</u>	<u>12,621</u>	<u>747,427</u>
<b>Fund Balance - End of Year</b>	<u>\$ 260,632</u>	<u>\$ 126,952</u>	<u>\$ 140,166</u>	<u>\$ 22,041</u>	<u>\$ 549,791</u>

# Township of Forest

## Otisville, Michigan

### Economic Factors and Next Year's Budget and Rates

The Township of Forest's 2005/2006 adopted budget is as follows:

	<b>General Fund</b>	
	<b>March 31,</b>	
	<b>2005/2006</b>	<b>2004/2005</b>
<b>Revenue</b>		
Intergovernmental Revenue	255,000	260,000
Property Taxes/Special Assessments	156,000	142,500
Charges for Services	46,830	51,000
Transfer	-	-
Other	59,564	108,100
Total Revenue Collected	517,394	561,600
<b>Expenditures</b>		
General Government	366,900	334,650
Public Safety - Police	11,650	14,150
Public Works	60,694	113,500
Recreation & Culture	5,150	5,300
Other Functions	58,000	67,000
Capital Outlay	-	-
Debt Service	15,000	12,950
Transfers	-	-
Total Expenditures	517,394	547,550
<b>Net Over/Under Budget</b>	<b>\$ -</b>	<b>\$ 14,050</b>

The Township of Forest's General Fund budget for next year is approximately the same budget as a year ago.

### Contacting the Township

This report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need additional financial information, contact the Township office at 103 Main Street, Otisville, Michigan or by telephone at (810) 631-6645.

Valerie Pace  
Township of Forest Supervisor

**Township of Forest**  
Statement of Net Assets (Deficit)  
March 31, 2005

	<u>Primary Government Governmental Activities</u>
<b><u>Assets</u></b>	
Cash & Cash Equivalents	\$ 518,877.00
Property Taxes Receivable	32,123.05
Due From Other Funds	4,998.29
Capital Assets (Net of Accumulated Depreciation)	<u>1,032,265.00</u>
Total Assets	1,588,263.34
<b><u>Liabilities</u></b>	
Accounts Payable	\$ 6,208.03
Accrued Interest Payable	6,970.00
Current Portion of Long-Term Debt	60,325.00
Noncurrent Liabilities:	
Long-Term Debt	<u>398,498.89</u>
Total Liabilities	<u>472,001.92</u>
<b>Net Assets (Deficit)</b>	
Invested in Capital Assets - Net of Related Debt	573,441.11
Unrestricted	<u>542,820.31</u>
Total Net Assets (Deficit)	<u><u>\$ 1,116,261.42</u></u>

The notes are an integral part of the statements.



**Township of Forest**  
Statement of Activities  
For the Year Ended March 31, 2005

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue & Changes in Net Assets
		Charges for Services	Operating Grants & Contributions	Capital Grants & Contributions	
Primary Government:					Primary Government
Governmental Activities:					Governmental
General Government	\$ 350,963.16	\$ 21,493.80	\$ -	\$ -	\$ (329,469.36)
Public Safety	97,080.89	15,954.86	-	-	(81,126.03)
Public Works	238,582.25	-	52,207.80	-	(186,374.45)
Recreation & Culture	6,310.83	-	-	-	(6,310.83)
Interest on Long-Term Debt	31,752.03	-	-	-	(31,752.03)
Total Governmental Activities	\$ 724,689.16	\$ 37,448.66	\$ 52,207.80	\$ -	(635,032.70)
General Revenues:					
Property Taxes					\$ 144,592.44
Special Assessments					259,800.00
State Shared Revenues					251,846.00
Interest					5,049.41
Other Revenues					53,188.74
Transfers					-
Total General Revenues, Special Items & Transfers					714,476.59
Change in Net Assets					79,443.89
Net Assets (Deficit) - Beginning of Year					1,036,817.53
Net Assets (Deficit) - End of Year					\$ 1,116,261.42

The notes are an integral part of the statements.

# Township of Forest

Governmental Funds

Balance Sheet

March 31, 2005

<u>Assets</u>	<u>General Fund</u>	<u>Fire Station Fund</u>	<u>Garbage Fund</u>	<u>Building Inspection Fund</u>	<u>Totals Governmental Funds</u>
Cash & Certificates of Deposit	\$ 251,499.56	\$ 115,431.05	\$ 129,905.45	\$ 22,040.94	\$ 518,877.00
Property Taxes Receivable	10,343.05	11,520.00	10,260.00	-	32,123.05
Due From Tax Account	4,998.29	-	-	-	4,998.29
<u>Total Assets</u>	<u>\$ 266,840.90</u>	<u>\$ 126,951.05</u>	<u>\$ 140,165.45</u>	<u>\$ 22,040.94</u>	<u>\$ 555,998.34</u>
<u>Liabilities &amp; Fund Equity</u>					
<u>Liabilities</u>					
Accounts Payable	\$ 6,208.03	\$ -	\$ -	\$ -	\$ 6,208.03
<u>Total Liabilities</u>	<u>6,208.03</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>6,208.03</u>
<u>Fund Equity</u>					
Fund Balances					
- Unreserved & Undesignated	260,632.87	126,951.05	140,165.45	22,040.94	549,790.31
<u>Total Fund Balances</u>	<u>260,632.87</u>	<u>126,951.05</u>	<u>140,165.45</u>	<u>22,040.94</u>	<u>549,790.31</u>
<u>Total Liabilities &amp; Fund Equity</u>	<u>\$ 266,840.90</u>	<u>\$ 126,951.05</u>	<u>\$ 140,165.45</u>	<u>\$ 22,040.94</u>	<u>\$ 555,998.34</u>

The notes are an integral part of the statements.

**Township of Forest**  
Governmental Funds  
Reconciliation of Fund Balances to the  
Statement of Net Assets (Deficit)  
For The Year Ended March 31, 2005

<b>Total Fund Balances for Governmental Funds</b>	<b>\$ 549,790.31</b>
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Amounts reported for Governmental Activities in the Statement of  
Net Assets (Deficit) are different because:

Capital Assets used in Governmental Activities are not Financial Resources and are not reported in the Funds	1,032,265.00
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Long-Term Bonds Payable are not due and payable in the current period and are not reported in the Funds	(458,823.89)
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Accrued Interest Payable is not reported in the Funds	<u>(6,970.00)</u>
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<b>Net Assets of Governmental Activities</b>	<b><u><u>\$ 1,116,261.42</u></u></b>
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The notes are an integral part of the statements.

# Township of Forest

Governmental Funds  
Statement of Revenues, Expenditures, And Changes  
in Fund Balances  
For The Year Ended March 31, 2005

	General Fund	Fire Station Fund	Garbage Fund	Building Inspection Fund	Totals Governmental Funds
<b>Revenues</b>					
Property Taxes	\$ 144,592.44	\$ 127,410.00	\$ 132,390.00	\$ -	\$ 404,392.44
State Shared Revenue	251,846.00	-	-	-	251,846.00
Cemetery Sales	18,670.80	-	-	-	18,670.80
Charges for Services	2,823.00	-	-	15,954.86	18,777.86
Grant Proceeds	52,207.80	-	-	-	52,207.80
Interest Earnings	3,464.82	685.81	898.78	-	5,049.41
Other Revenues	53,188.74	-	-	-	53,188.74
<b>Total Revenues</b>	<b>526,793.60</b>	<b>128,095.81</b>	<b>133,288.78</b>	<b>15,954.86</b>	<b>804,133.05</b>
<b>Expenditures</b>					
General Government	344,104.16	-	-	-	344,104.16
Public Safety	12,429.08	51,983.89	-	12,620.92	77,033.89
Publics Works	103,009.75	-	135,572.50	-	238,582.25
Recreation & Culture	198.83	-	-	-	198.83
Capital Outlay	-	5,315.58	-	-	5,315.58
Debt Service - Principal	8,854.33	48,556.78	-	-	57,411.11
Debt Service - Interest	3,706.00	21,076.03	-	-	24,782.03
<b>Total Expenditures</b>	<b>472,302.15</b>	<b>126,932.28</b>	<b>135,572.50</b>	<b>12,620.92</b>	<b>747,427.85</b>
<b>Excess of Revenues Over (Under) Expenditures</b>	<b>54,491.45</b>	<b>1,163.53</b>	<b>(2,283.72)</b>	<b>3,333.94</b>	<b>56,705.20</b>
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In (Out)	-	-	-	-	-
<b>Net Change in Fund Balances</b>	<b>54,491.45</b>	<b>1,163.53</b>	<b>(2,283.72)</b>	<b>3,333.94</b>	<b>56,705.20</b>
<b>Fund Balances - Beginning of Year</b>	<b>206,141.42</b>	<b>125,787.52</b>	<b>142,449.17</b>	<b>18,707.00</b>	<b>493,085.11</b>
<b>Fund Balances - End of Year</b>	<b>\$ 260,632.87</b>	<b>\$ 126,951.05</b>	<b>\$ 140,165.45</b>	<b>\$ 22,040.94</b>	<b>\$ 549,790.31</b>

The notes are an integral part of the statements.

**Township of Forest**  
Governmental Funds  
Reconciliation of Statement of Revenues, Expenditures,  
and Changes in Fund Balances of Governmental Funds  
to the Statement of Activities  
For The Year Ended March 31, 2005

**Net Change in Fund Balances - Total Governmental Funds** **\$ 56,705.20**

Amounts reported for Governmental Activities in the Statement of  
Activities are different because:

Governmental Funds report Capital Outlays as Expenditures;  
in the Statement of Activities, these costs are capitalized and  
allocated over their estimated useful lives as Depreciation 5,315.58

Repayment of Bond Principal is an Expenditure in the Governmental  
Funds, but not in the Statement of Activities (where it  
reduces Long-Term Debt) 57,411.11

Interest Expense is reported in the Statement of Activities  
when a Liability is incurred; they are reported in the  
Governmental Funds only when payment is due (6,970.00)

Depreciation is an Expenditure for the Statement of  
Activities, but is not reported in the Governmental Funds (33,018.00)

**Net Assets of Governmental Activities** **\$ 79,443.89**

The notes are an integral part of the statements.

**Township of Forest**  
Statement of Net Assets (Deficit)  
Fiduciary Funds  
March 31, 2005

	<u>Fiduciary Fund</u>	<u>Totals March 31, 2005</u>
	<u>Current Tax Collection Fund</u>	
<b><u>Assets</u></b>		
Cash - Savings & Certificates	\$ 39,287.56	\$ 39,287.56
<u>Total Assets</u>	<u>\$ 39,287.56</u>	<u>\$ 39,287.56</u>
<b><u>Liabilities &amp; Fund Balance</u></b>		
<b><u>Liabilities</u></b>		
Due To Other Funds	\$ 5,121.70	\$ 5,121.70
Due To Others	34,165.86	34,165.86
<u>Total Liabilities</u>	<u>39,287.56</u>	<u>39,287.56</u>
<b><u>Fund Balances</u></b>		
Unreserved & Undesignated	-	-
<u>Total Fund Balances</u>	<u>-</u>	<u>-</u>
<u>Total Liabilities &amp; Fund Balances</u>	<u>\$ 39,287.56</u>	<u>\$ 39,287.56</u>

The notes are an integral part of the statements.

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

The accounting methods and procedures adopted by the Township of Forest, Genesee County, Michigan, conform to generally accepted accounting principles as applied to governmental entities. The following notes to the financial statements are an integral part of the Townships Comprehensive Annual Financial Report.

**1. Summary of Significant Accounting Policies**

**Financial Reporting Entity**

The Township was incorporated under the laws of the State of Michigan and operates as a General Law Township, with a Township Board form of government. As required by generally accepted accounting principles, the financial statements of the reporting entity include those of the Township (the primary government) and its component units. The component units discussed below are included in the Township reporting entity because of the significance of their operational or financial relationships with the Township.

**Component Units** - In accordance with generally accepted accounting principles, there are no component units of Government required to be included in the Financial Reporting Entity either as blended component units or discretely presented component units.

**Government-wide and Fund Statements Fund**

The Government-wide Financial Statements (i.e., the Statement of Net Assets (Deficit) and the Statement of Activities) report information on all the nonfiduciary activities of the Township (the primary government). The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The statement of activities demonstrates the degree to which the direct expenses of a given function (governmental activities) or identifiable activity (business-type activities) are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or activity. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or activity; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or activity. Taxes and other revenue items properly excluded from program revenues are reported as general revenue.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the Government-wide Financial Statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

The Township reports the following major governmental funds:

**General Fund** - The General Fund is the Township's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

**Fire Station Fund** - This fund accounts for the operation of the fire station fund and provides for the accumulation of funds for equipment replacement. Funding is provided primarily through a special assessment.

**Garbage Fund** - This fund accounts for contracted garbage collection in the Township. Funding is provided primarily from a special assessment

**Building Inspection Fund** - This fund is set up for the monitoring of Township construction. It is primarily funded through the collection of permits for the various types of construction.

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

Additionally, the Township reports the following fund types:

**Trust & Agency Funds** - The Trust & Agency Fund accounts for assets held by the Township in a trustee capacity or as an agent for individuals, organizations, or other governments.

**Current Tax Collection Fund** - The Current Tax Collection Fund accounts for the collection and disbursement of local property taxes.

**Measurement Focus and Basis of Accounting**

The Government-wide Financial Statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental Fund Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become susceptible to accrual - that is, when they become both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period, generally collected within 60 days of the end of the current fiscal period. Revenues susceptible to accrual include property taxes, intergovernmental revenues, special assessments, licenses, charges for services, and interest. All other revenue items are considered to be available only when cash is received by the Township. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, and claims and judgments are recorded only when payment is due.

**Cash** - The Township does not pool cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the cash accounts is available to meet current operating requirements. Cash in excess of current requirements is invested in various interest-bearing securities and disclosed as part of the Township's investments.

**Investments** - Debt securities are valued at cost since it is generally the policy of the Township to hold such investments until they mature.

**Due to and Due From Other Funds** - Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed. Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances."

**Property Tax Revenues** - Property taxes are levied on December 1 based on the assessed value of property as listed on the previous December 31. Assessed values are an approximation of market value. A revaluation of all real property must be made every year.

**Vacation, Sick Leave, & Other Compensated Absences** - The Township does not have any contracts or agreements with its employees or elected officials which require the payment of compensation during absence from duty nor do any such benefits vest to the right of the employee or elected official.

**Capital Assets** - Capital assets, which include buildings and equipment, are reported in the applicable governmental column in the Government-wide Financial Statements. Capital assets are defined by the Township as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.



**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings & Building Improvements	20 to 50 years
Machinery & Equipment	3 to 20 years

**Long-Term Obligations** - In the Government-wide Financial Statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net assets. Bond premiums and discounts, issuance costs, and the deferred amount on refunding are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount and deferred amount on refunding. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts are reported as other financing uses. Issuance costs are reported as debt service expenditures.

**Fund Equity** - In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**Use of Estimates** - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

**Accounting Changes**

**GASB Statement No. 34** - Effective April 1, 2004, the Township implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments* (GASB No. 34). Changes to the Township's financial statements as a result of GASB No. 34 are as follows:

- A management's discussion and analysis (MD&A) section providing analysis of the Township's overall financial position and results of operations has been included.
- Government-wide Financial Statements (statement of net assets (deficit) and statement of activities) prepared using full accrual accounting for all of the Township's activities have been provided.
- Capital assets in the governmental activities column of the statement of net assets (deficit) includes assets not previously accounted for by the Township as well as assets previously reported in the General Fixed Assets Account Group. In addition, the governmental activities column includes bonds and other long-term obligations previously reported in the General Long-term Debt Account Group.
- The fund financial statements focus on major funds rather than fund types.

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

**2. Stewardship, Compliance, and Accountability**

**Budgetary Information**

The Township is legally subject to the budgetary control requirements of State of Michigan P.A. 621 of 1978 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provisions of this Act:

1. Budgets must be adopted for the General Fund and Special Revenue Funds.
2. The budgets must be balanced. The balanced budget may include a contribution to or appropriation from fund balance.
3. The budgets must be amended when necessary.
4. Debt cannot be entered into unless permitted by law.
5. Expenditures cannot exceed budget appropriations.
6. Expenditures cannot be made unless authorized in the budget.
7. Public hearings must be held before budget adoptions.

In the body of the financial statements, the Township actual expenditures and budgeted expenditures for the budgetary funds have been shown on a functional basis. The budget is used by the Township Council as a management tool during the year for all budgetary funds. The budgets are adopted on a cash basis, which is not consistent with generally accepted accounting principles. Budgetary control is exercised at the departmental level. Budgets for the General Fund and the Special Revenue Funds are presented in the required supplemental information.

During the year ended March 31, 2005, the Township incurred expenditures in certain budgetary funds which were in excess of the amounts appropriated, as follows:

	<u>Total</u> <u>Appropriations</u>		<u>Amount of</u> <u>Expenditures</u>		<u>Budget</u> <u>Variance</u>
<u>General Fund</u>					
Street Lights	\$ 4,100		\$ 4,306		\$ 206

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

**3. Cash and Investments**

Michigan Compiled Laws, Section 129.91, authorizes the Local Unit to deposit and invest in the accounts of Federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or Federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

At year end, the deposits and investments were reported in the basic financial statements in the following categories:

	<u>Governmental Activities</u>	<u>Fiduciary - Trust &amp; Agency Funds</u>	<u>Total Primary Government</u>
Cash & Cash Equivalents	\$ 518,877	\$ 39,288	\$ 558,165

The Township's deposits are in accordance with statutory authority. As of March 31, 2005, the balance sheet carrying amount of cash deposits was \$558,165. The bank balance as of March 31, 2005, was \$558,165, of which \$100,000 was covered by FDIC insurance.

All cash deposits and investments of the Township are held by the Township in the Township's name.

The GASB Statement 3 risk disclosures for the Local Unit's investments are as follows:

	<u>Category</u>			<u>Carrying Value</u>	<u>Market Value</u>
	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>		
Investments	\$ NONE	\$ NONE	\$ NONE	\$ NONE	\$ NONE
U.S. Government Securities					
Total Investments	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

The cash and investments that are represented by specific identifiable investment securities are classified as to credit risk by the three categories described below:

- Category 1 Insured or registered, or securities held by the Township or its agent in the Township's name.
- Category 2 Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the Township's name.
- Category 3 Uninsured and unregistered, with securities held by the counterparty, or by its trust department or agent but not in the Township's name.

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

**4. Property Taxes**

The Township is responsible for assessing, collecting, and distributing property taxes in accordance with enabling state legislation. Property taxes become a lien on the first day of December of the levy year and must be paid by the following February 14.

Property taxes are recognized as revenue when they are levied because they are considered to be both measurable and available. Proper allowances are made for estimated uncollectible accounts and delinquent accounts.

General Government Services                      0.9419 mills

Special Assessments:

**Fire:**                      Improved              \$60  
                                    Unimproved          \$30

**Garbage:**              Per Household      \$120

**5. Capital Assets**

Capital Assets activity of the Township's governmental activities (and business-type) was as follows:

	<u>Balance</u> <u>April 1, 2004</u>	<u>Additions</u>	<u>Disposals &amp;</u> <u>Adjustments</u>	<u>Balance</u> <u>March 31, 2005</u>
<b>Governmental Activities:</b>				
Capital Assets not being Depreciated - Land	\$ 133,205	\$ 0	\$ 0	\$ 133,205
Capital Assets Being Depreciated:				
Buildings & Improvements	\$ 1,062,580	\$ 0	\$ 0	\$ 1,062,580
Fire & Office Equipment	370,952	5,316	0	376,268
Total Capital Assets being Depreciated	1,433,532	5,316	0	1,438,848
Accumulated Depreciation:				
Buildings & Improvements	325,771	21,651	0	347,422
Fire Equipment	180,999	11,367	0	192,366
Total Accumulated Depreciation	506,770	33,018	0	539,788
<b>Net Capital Assets Being Depreciated</b>	<u>926,762</u>	<u>(27,702)</u>	<u>0</u>	<u>899,060</u>
<b>Net Capital Assets</b>	<u>\$ 1,059,967</u>	<u>\$ (27,702)</u>	<u>\$ 0</u>	<u>\$ 1,032,265</u>

Depreciation expense was charged to programs of the primary government as follows:

<b>Governmental Activities:</b>	
General Government	\$ 6,859
Public Safety	20,047
Recreation & Culture	6,112
Total Governmental Activities	<u>\$ 33,018</u>

**6. Deficit Fund Balance or Retained Earnings Balances of Individual Funds**

None

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

**7. Long -Term Debt**

The following is a summary of the debt outstanding of the Township as of March 31, 2005:

	<u>Interest Rate Ranges</u>	<u>Principal Maturity Ranges</u>	<u>Beginning Balance</u>	<u>Additions (Reductions)</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Installment Loan - 1998 Fire Station Loan						
Original Issue - \$400,000		\$22,724 -				
Maturing through 12/3/2013	4.80%	\$35,275	<u>\$ 296,083</u>	<u>\$ (23,818)</u>	<u>\$ 272,265</u>	<u>\$ 24,948</u>
Installment Loan - 2001 Fire Truck						
Original Issue - \$182,793		\$26,075 -				
Maturing through 7/13/2008	4.95%	\$29,757	<u>\$ 136,763</u>	<u>\$ (24,739)</u>	<u>\$ 112,024</u>	<u>\$ 26,075</u>
Installment Loan - House						
Original Issue - \$100,000		\$9,302 -				
Maturing through 12/13/2006	4.38%	\$65,233	<u>\$ 83,389</u>	<u>\$ (8,854)</u>	<u>\$ 74,535</u>	<u>\$ 9,302</u>
<b>Total Governmental Activities</b>			<u><u>\$ 516,235</u></u>	<u><u>\$ (57,411)</u></u>	<u><u>\$ 458,824</u></u>	<u><u>\$ 60,325</u></u>

Annual debt service requirements to maturity for the above governmental bond and contract obligations are as follows:

<u>Years Ending March 31,</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2006	\$ 60,325	\$ 21,867	\$ 82,192
2007	119,225	18,492	137,717
2008	56,624	13,009	69,633
2009	59,106	10,247	69,353
2010	30,647	7,371	38,018
2011	32,118	5,900	38,018
2012	33,660	4,358	38,018
2013	35,275	2,742	38,017
2014	31,844	1,049	32,893
<b>Total</b>	<u><u>\$ 458,824</u></u>	<u><u>\$ 85,035</u></u>	<u><u>\$ 543,859</u></u>

**Township of Forest**  
Notes to the Financial Statements  
For The Year Ended March 31, 2005

**8. Interfund Receivables, Payables, & Transfers**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "Due from other funds" or "Due to other funds" on the balance sheet. The amounts of interfund receivables and payables are as follows:

	<u>Due From Other Funds</u>		<u>Due To Other Funds</u>
General Fund	<u>\$ 4,646</u>	Tax Collection Fund	<u>\$ 4,646</u>
Total	<u><u>\$ 4,646</u></u>		<u><u>\$ 4,646</u></u>

Interfund Transfers reported in the Fund Statements are as follows:

NONE

**9. Retirement Plan**

Effective January 1, 1998, the Township established a single-employer defined contribution pension plan covering all eligible employees who wish to participate. The Forest Township Money Purchase Pension Plan is administered by Municipal Retirements Systems, Inc. The Township and the employee each contribute 11.5% of the employee's annual compensation. Benefits are immediately 100 percent vested. Total contributions by the Township to the plan during the year ended March 31, 2005, were \$18,196.

**10. Post Employment Benefits**

The Township does not provide any post employment benefits other than the pension benefits.

**11. Risk Management**

The Township is exposed to various risks of loss related to property loss, torts, errors and omissions, employee injuries, as well as medical and workman's compensation benefits provided to employees. The Township has purchased commercial insurance for the various risks of loss stated above.

Settled claims for the commercial insurance have not exceeded the amount of coverage in any of the past three years. There was no reduction in coverage's obtained through commercial insurance during the past year.

**Required Supplemental Information**

**Township of Forest**  
Required Supplemental Information  
Budgetary Comparison Schedule  
General Fund  
For The Year Ended March 31, 2005

	Original	Amended		Variance
<u>Revenues</u>	<u>Budget</u>	<u>Budget</u>	<u>Actual</u>	<u>with</u> <u>Amended</u> <u>Budget</u>
Property Taxes	\$ 142,500.00	\$ 142,500.00	\$ 144,592.44	\$ 2,092.44
State Shared Revenues	260,000.00	260,000.00	251,846.00	(8,154.00)
Licenses, Permits & Fees	1,900.00	1,900.00	2,290.00	390.00
Charges for Services	20,000.00	20,000.00	533.00	(19,467.00)
Community Development Grant Funds	60,000.00	60,000.00	52,207.80	(7,792.20)
Cemetery Revenue	30,000.00	30,000.00	18,670.80	(11,329.20)
Hall & House Rent	25,500.00	25,500.00	28,235.00	2,735.00
Interest	2,000.00	2,000.00	3,464.82	1,464.82
Other Revenues	20,600.00	20,600.00	24,953.74	4,353.74
<u>Total Revenues</u>	<u>\$ 562,500.00</u>	<u>\$ 562,500.00</u>	<u>\$ 526,793.60</u>	<u>\$ (35,706.40)</u>



**Township of Forest**  
Required Supplemental Information  
Budgetary Comparison Schedule  
General Fund  
For The Year Ended March 31, 2005

	Original Budget	Amended Budget	Actual	Variance with Amended Budget
<b>Expenditures</b>				
<b>General Government</b>				
Township Board	\$ 4,450.00	\$ 4,622.00	\$ 4,555.04	\$ 66.96
Supervisor	35,200.00	39,000.00	29,937.62	9,062.38
Elections	1,200.00	8,353.00	6,702.74	1,650.26
Assessor	26,700.00	26,000.00	25,892.60	107.40
Professional Fees	12,000.00	8,625.00	7,542.37	1,082.63
Clerk	33,000.00	34,300.00	30,951.28	3,348.72
Board of Review	2,000.00	2,400.00	1,371.10	1,028.90
Treasurer	40,000.00	40,000.00	36,553.27	3,446.73
Cemetery Expenses	37,700.00	35,600.00	32,589.20	3,010.80
Building & Grounds	107,750.00	135,750.00	115,022.40	20,727.60
<u>Total General Government</u>	<u>300,000.00</u>	<u>334,650.00</u>	<u>291,117.62</u>	<u>43,532.38</u>
<b>Public Safety</b>				
Police Protection	4,000.00	5,450.00	4,019.03	1,430.97
Planning & Zoning	4,500.00	4,600.00	4,104.03	495.97
Street Lights	3,800.00	4,100.00	4,306.02	(206.02)
<u>Total Public Safety</u>	<u>12,300.00</u>	<u>14,150.00</u>	<u>12,429.08</u>	<u>1,720.92</u>
<b>Public Works</b>				
Contracted Services	63,800.00	104,000.00	93,802.75	10,197.25
Community Development - Senior Citizens	10,000.00	9,500.00	9,207.00	293.00
<u>Total Public Works</u>	<u>73,800.00</u>	<u>113,500.00</u>	<u>103,009.75</u>	<u>10,490.25</u>
<b>Recreation &amp; Culture</b>	<u>5,008.00</u>	<u>5,300.00</u>	<u>198.83</u>	<u>5,101.17</u>
<b>Other Functions</b>				
Insurance & Administration	29,955.00	12,000.00	9,098.43	2,901.57
Twp FICA, Pension & Hospitalization	54,200.00	55,000.00	43,888.11	11,111.89
<u>Total Other Functions</u>	<u>84,155.00</u>	<u>67,000.00</u>	<u>52,986.54</u>	<u>14,013.46</u>
<b>Capital Outlay</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Debt Service - Principal</b>	<u>9,000.00</u>	<u>9,000.00</u>	<u>8,854.33</u>	<u>145.67</u>
<b>Debt Service - Interest</b>	<u>3,950.00</u>	<u>3,950.00</u>	<u>3,706.00</u>	<u>244.00</u>
<u>Total Expenditures</u>	<u>488,213.00</u>	<u>547,550.00</u>	<u>472,302.15</u>	<u>75,247.85</u>
<b>Excess of Revenues Over (Under) Expenditures</b>	<u>74,287.00</u>	<u>14,950.00</u>	<u>54,491.45</u>	<u>(110,954.25)</u>
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Excess of Revenues &amp; Other Sources Over (Under)</b>				
<b>Expenditures &amp; Other Uses</b>	<u>74,287.00</u>	<u>14,950.00</u>	<u>54,491.45</u>	<u>39,541.45</u>
<b>Fund Balance - Beginning of Year</b>	<u>-</u>	<u>-</u>	<u>206,141.42</u>	<u>206,141.42</u>
<b>Fund Balance - End of Year</b>	<u>\$ 74,287.00</u>	<u>\$ 14,950.00</u>	<u>\$ 260,632.87</u>	<u>\$ 245,682.87</u>

**Township of Forest**  
Required Supplemental Information  
Budgetary Comparison Schedule  
Fire Station Fund  
For The Year Ended March 31, 2005

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget</u>
<b><u>Revenues</u></b>				
Property Taxes	\$ 125,600.00	\$ 125,600.00	\$ 127,410.00	\$ 1,810.00
Interest	-	-	685.81	685.81
<b><u>Total Revenues</u></b>	<u>125,600.00</u>	<u>125,600.00</u>	<u>128,095.81</u>	<u>2,495.81</u>
<b><u>Expenditures</u></b>				
Salaries	29,800.00	28,000.00	27,329.00	671.00
Supplies & Miscellaneous	12,800.00	13,000.00	12,347.71	652.29
Contracted Services	3,585.00	9,400.00	9,318.91	81.09
Other Expenditures	1,710.00	3,510.00	2,988.27	521.73
Capital Outlay	4,905.00	6,000.00	5,315.58	684.42
Debt Service - Principal	69,700.00	48,557.00	48,556.78	0.22
Debt Service - Interest	-	21,077.00	21,076.03	0.97
<b><u>Total Expenditures</u></b>	<u>122,500.00</u>	<u>129,544.00</u>	<u>126,932.28</u>	<u>2,611.72</u>
<b><u>Excess of Revenues Over (Under) Expenditures</u></b>	<u>3,100.00</u>	<u>(3,944.00)</u>	<u>1,163.53</u>	<u>5,107.53</u>
<b><u>Other Financing Sources</u></b>				
Operating Transfers In (Out)	-	-	-	-
<b><u>Excess of Revenues &amp; Other Sources Over (Under) Expenditures &amp; Other Uses</u></b>	<u>3,100.00</u>	<u>(3,944.00)</u>	<u>1,163.53</u>	<u>5,107.53</u>
<b><u>Fund Balance - Beginning of Year</u></b>	<u>-</u>	<u>-</u>	<u>125,787.52</u>	<u>125,787.52</u>
<b><u>Fund Balance - End of Year</u></b>	<u>\$ 3,100.00</u>	<u>\$ (3,944.00)</u>	<u>\$ 126,951.05</u>	<u>\$ 130,895.05</u>

**Township of Forest**  
Required Supplemental Information  
Budgetary Comparison Schedule  
Garbage Fund  
For The Year Ended March 31, 2005

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget</u>
<b><u>Revenues</u></b>				
Property Taxes	\$ 173,460.00	\$ 173,460.00	\$ 132,390.00	\$ (41,070.00)
Interest	-	-	898.78	898.78
<b><u>Total Revenues</u></b>	<u>173,460.00</u>	<u>173,460.00</u>	<u>133,288.78</u>	<u>(40,171.22)</u>
<b><u>Expenditures</u></b>				
Contracted Services	173,460.00	173,460.00	135,572.50	37,887.50
Other Expenditures	-	-	-	-
<b><u>Total Expenditures</u></b>	<u>173,460.00</u>	<u>173,460.00</u>	<u>135,572.50</u>	<u>37,887.50</u>
<b><u>Excess of Revenues Over (Under) Expenditures</u></b>	-	-	(2,283.72)	(2,283.72)
<b><u>Other Financing Sources</u></b>				
Operating Transfers In (Out)	-	-	-	-
<b><u>Excess of Revenues &amp; Other Sources Over (Under) Expenditures &amp; Other Uses</u></b>	-	-	(2,283.72)	(2,283.72)
<b><u>Fund Balance - Beginning of Year</u></b>	-	-	142,449.17	142,449.17
<b><u>Fund Balance - End of Year</u></b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 140,165.45</u>	<u>\$ 140,165.45</u>

**Township of Forest**  
Required Supplemental Information  
Budgetary Comparison Schedule  
Building Inspection Fund  
For The Year Ended March 31, 2005

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance with Amended Budget</u>
<b><u>Revenues</u></b>				
Building Inspections	\$ 19,000.00	\$ 19,000.00	\$ 15,954.86	\$ (3,045.14)
Other Revenues	-	-	-	-
<b><u>Total Revenues</u></b>	<u>19,000.00</u>	<u>19,000.00</u>	<u>15,954.86</u>	<u>(3,045.14)</u>
<b><u>Expenditures</u></b>				
Salaries	17,500.00	13,500.00	11,917.20	1,582.80
Other Expenditures	1,500.00	1,000.00	703.72	296.28
<b><u>Total Expenditures</u></b>	<u>19,000.00</u>	<u>14,500.00</u>	<u>12,620.92</u>	<u>1,879.08</u>
<b><u>Excess of Revenues Over (Under) Expenditures</u></b>	-	4,500.00	3,333.94	(4,924.22)
<b><u>Other Financing Sources</u></b>				
Operating Transfers In (Out)	-	-	-	-
<b><u>Excess of Revenues &amp; Other Sources Over (Under) Expenditures &amp; Other Uses</u></b>	-	4,500.00	3,333.94	(4,924.22)
<b><u>Fund Balance - Beginning of Year</u></b>	-	-	18,707.00	18,707.00
<b><u>Fund Balance - End of Year</u></b>	<u>\$ -</u>	<u>\$ 4,500.00</u>	<u>\$ 22,040.94</u>	<u>\$ 13,782.78</u>

**Other Supplemental Information**

**Township of Forest**  
Other Supplemental Information  
Schedule of Indebtedness  
March 31, 2005

**Loan from Citizens Bank for House**

Dated: December 14, 2001

Original Issue: \$100,000

Interest Rate	Date of Maturity	Principal Outstanding March 31,		Remaining Annual Interest Payable
		2005	2004	
4.38%	12/13/2004	\$ -	\$ 8,854	\$ 3,706
4.38%	12/13/2005	9,302	9,302	3,258
4.38%	12/13/2006	65,233	65,233	2,851
Total Installment Loan		<u>\$ 74,535</u>	<u>\$ 83,389</u>	<u>\$ 9,815</u>

**2001 Fire Truck Loan from Citizens Bank**

Dated: July 13, 2001

Original Issue: \$182,793

Interest Rate	Date of Maturity	Principal Outstanding March 31,		Remaining Annual Interest Payable
		2005	2004	
4.95%	7/13/2004	\$ -	\$ 24,739	\$ 6,770
4.95%	7/13/2005	26,075	26,075	5,540
4.95%	7/13/2006	27,366	\$ 27,366	4,249
4.95%	7/13/2007	28,720	28,720	2,895
4.95%	7/13/2008	29,863	29,863	1,473
Total Installment Loan		<u>\$ 112,024</u>	<u>\$ 136,763</u>	<u>\$ 20,927</u>

**1998 Fire Station Loan from Citizens Bank**

Dated: December 3, 1998

Original Issue: \$400,000

Interest Rate	Date of Maturity	Principal Outstanding March 31,		Remaining Annual Interest Payable
		2005	2004	
4.80%	12/3/2004	\$ -	\$ 23,818	\$ 14,212
4.80%	12/3/2005	24,948	24,948	13,069
4.80%	12/3/2006	26,626	26,626	11,392
4.80%	12/3/2007	27,904	27,904	10,114
4.80%	12/3/2008	29,243	29,243	8,774
4.80%	12/3/2009	30,647	30,647	7,371
4.80%	12/3/2010	32,118	32,118	5,900
4.80%	12/3/2011	33,660	33,660	4,358
4.80%	12/3/2012	35,275	35,275	2,742
4.80%	12/3/2013	31,844	31,844	1,049
Total Installment Loan		<u>\$ 272,265</u>	<u>\$ 296,083</u>	<u>\$ 78,981</u>
Total Installment Loans		<u>\$ 458,824</u>	<u>\$ 516,235</u>	<u>\$ 109,723</u>

**LEHN L. KING**

CERTIFIED PUBLIC ACCOUNTANT

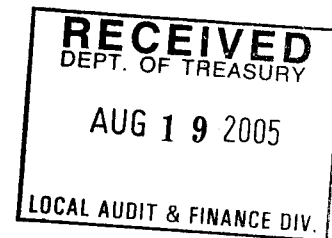
Phone 989-635-3113  
Fax 989-635-5580

3531 MAIN STREET  
MARLETTE, MICHIGAN 48453

June 23, 2005

Members of the Township Board  
**Forest Township**  
Genesee County, Michigan

Board Members:



In accordance with your request, I have made an examination of the financial statements of Forest Township for the fiscal year ended March 31, 2005. During the course of my examination, certain items came to my attention on which I would like to comment and offer my recommendations.

1. When the Township makes a salary resolution the dollar amounts need to be specified in the motion.
2. All paid bills must be approved in the Minutes. Authorization to pay bills stems from Board approval. Thus, one should be able to trace paid bills to the Minutes. To do this, identification of the actual bills to be paid must be part of the Minutes. The motion to pay bills must identify the specific bills that are to be paid.
3. The Building Inspection Fund should be charged for overhead for office and administration expenses. This will decrease the cash that is accumulating in the Building Fund.

I thank the Township officials for the cooperation I received in the completion of this audit. Should you have any questions in connection with the above, please contact me at your convenience.

Sincerely,

*Lehn King*

Lehn L. King  
Certified Public Accountant